MAIN FACS "TIPS & TECHNIQUES"

IMPORTANT: **This issue contains important operating information for all users of RSTARS and ADPICS. Please distribute promptly.**

In this issue:

- **INTERNAL TRANSACTION (IT) FILE REPORTS**

INTERNAL TRANSACTION (IT) FILE REPORTS

As the year-end closing process approaches, it becomes increasingly important to clear the Internal Transaction (IT) file in a timely manner. RMDS provides 4 requestable reports that will help you monitor your agency's activity on the IT file.

The IT File Batch Header with Document Number report (DAFR6821) lists document numbers and batch headers for IT file records by batch agency. The IT File by Edit Mode, Batch Type and Batch Number report (DAFR6822) lists IT file records by edit mode, batch type, and batch number. The IT File by Edit Mode and Batch Type report (DAFR6823) provides a count of IT file records and a summarization of dollar amounts by edit mode and batch type. The IT File Batch Header report (DAFR6824) lists the batch headers by batch agency.